



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 06-331  
**Position Title:** Program Analyst (Financial Policy & Process Analyst)  
**Series and Grade:** PG-0343-13  
**Salary Range:** \$74,782 - \$97,213  
**Promotion Potential:** None  
**Opening Date:** 02/01/06  
**Closing Date:** 02/15/06  
**Location of Position:** Financial and Administration  
Office of the Information Dissemination Controller  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Full-Time  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

As the Senior Analyst the incumbent exercises primary technical responsibility for major GPO appropriations, funds, programs and/or accounts. Reviews, analyzes, and edits budget estimates and requests for funds submitted by managers for accuracy of technical treatments, format, adequacy of justification, and conformance with budgetary policy and guidelines. Develops proposed appropriations language in support of new or revised legislation, policies, procedures, and program requirements. Develops and coordinates policy guidelines in such areas as productivity and work measurement; review, control, and reporting of obligations and expenditures; formulation of budget and cost estimates to support plans, programs and activities; presentation and defense of budget estimates. Review and evaluates budget requests; development, determination, and interpretation of budgetary policies and practices; and design, interface and review of financial management systems. Analyzes and interprets financial statements and statistical reports. Oversees, coordinates and monitors the impact of printing and binding regulations as they pertain to GPO financial managements. Analyzes policies and recommends appropriate changes in financial management areas including financial planning, implications of labor/management information, systems integration, time value of generating new information, etc. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience includes experience with budget planning, formulation and execution of budgets, budget report preparation, special analysis, and financial data collection.

## **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of budget and financial management principles, concepts to establish policies, assess impact of new legislation, render authoritative interpretations, and apply new methods and techniques.
2. Knowledge of title 44 VSC and JCP printing and binding regulations.
3. Knowledge of accounting principles, theories, and financial reporting techniques.
4. Ability to communicate effectively orally in writing.
5. Knowledge of the Federal Budget Process that are required by OMB and the Congress that includes the principles and objectives of budget administration applicable to the GPO.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

**Step 3:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**Step 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Human Capital Department  
Customer Services/Finance & Administration  
Phone: (202) 512-1124  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO will not pay relocation costs.**

**GPO provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**